# Volunteer Project Leader Checklist

## Before the Project

☐ Answer any questions from volunteers promptly (on-line or by phone)
☐ Send volunteers to register at Bloomington Volunteer Network and download Sign-In Form with waivers for volunteers if needed (http://bloomington.in.gov/mlk and click on Grantee & MLK Day Project Host Resources)
☐ Bring a camera
☐ Arrive early
☐ Ensure that the site is prepared and ready for volunteer arrival and that you have brought any necessary supplies (like laptop, tablet, and pens for people to sign the Sign-In Form)

## During the Project

☐ Sign-in volunteers – inform them about liability waiver and photo release and offer them the EITC brochure
☐ Welcome volunteers to the project; include brief information on the host organization
☐ Facilitate introduction of volunteers – nametags are helpful and encouraged
☐ Explain to the volunteers what they will accomplish
☐ Communicate rules and policies
☐ Check in with volunteers throughout the project: make sure everyone is keeping busy, being safe, and having fun
☐ Take photos!
☐ Have a volunteers conduct a cleanup of the project area after project is complete

## At the End of the Project

☐ Reflect for 10 minutes on the project with the volunteers – use Reflection Guide on reverse side
☐ Check with everyone to confirm that they have signed in before they depart
☐ Have information available about your organization and/or upcoming opportunities to volunteer again
☐ Sign Mandatory Community Service Record forms, if any of your volunteers are court-mandated
☐ Thank the location host organization – if applicable to your project
☐ Thank everyone for their participation
☐ Scan to make sure the project area is tidy

## After the Project

☐ Record attendance and impact measures of the project
☐ Post photos
☐ Email volunteers with a thank you or any requested follow-up items
☐ Email volunteers who did not attend the project
☐ Provide feedback to location host organization, as necessary
☐ Reflect on the project yourself and celebrate your successes

Need more tips for project leadership? Contact the City of Bloomington Volunteer Network at 349-3472 or volunteer@bloomington.in.gov or online at www.BloomingtonVolunteerNetwork.org

**City of Bloomington Volunteer Network**

# Volunteer Reflection Guide

# Make your volunteer projects more meaningful

## Before Project Begins

❑ Be sure to gather printed material about your organization to give to your volunteers, which will let them know about your ongoing volunteer needs.

❑ Thank your volunteers for their time and efforts! We know the integral role volunteers play in the day-to-day operations of organizations. Let the volunteers know how critical to your success their involvement is.

## After Project Conclusion

Engage participants in a discussion of the following questions to help guide a reflection about the volunteers' experiences. The questions are offered as tools to help facilitate useful and candid discussions and provide an opportunity to reflect on the day's activities.

### After the Project Conclusion: WHAT? – SO WHAT? – NOW WHAT?

Engage participants in a discussion of the following questions to guide a reflection about the volunteers' experiences. The questions are offered as tools to facilitate useful and candid discussions and provide an opportunity to reflect on the day's activities.

❑ Ask volunteers the "WHAT" question, i.e*., What happened today?*
❑ Ask volunteers the "SO WHAT" question. i.e., *What are the consequences of the day's actions*?
❑ Ask how the group's contribution of time does (or doesn't) address the central need or core issue (i.e. poverty, education, homelessness, etc.)
❑ Ask volunteers the "NOW WHAT" question. i.e., *What can we do next to generate more impact*?
❑ Encourage participants to share their experience with others. Friends, co-workers, and family members will be inspired to get involved.

**Tips for Getting a Conversation Going**
❑ Introduce yourself and establish your role as facilitator.
❑ Explain the purpose and structure of the conversation.
❑ Ask open-ended questions. Be sure participants have to give you more than a one-word answer.
❑ If one participant dominates the conversation, take a comment they make, turn it into a question, and ask another quieter participant to respond.
❑ Don't be afraid of silence. Give people time to think.
❑ Make eye contact with the participants and listen to their answers.
❑ Relax and let the conversation flow. Don't feel pressure to keep the structure rigid.
❑ If the conversation gets off track but you think the comments are useful then let the conversation continue in that way. Don't feel pressured to stick to a script or plan. That said, if the comments aren't useful, then use some portion of the comments to get back to your original questions and purpose.
❑ Give the participants something to think about: the conversation doesn't have to end that day.
❑ Thank everyone for participating

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